

EXHIBIT 10-A3

HOME Monitoring Checklist	RELOCATION
Grantee Name:	Contract Number:
HOME Program Officer:	Date:

This form will be completed only when a project requires individuals to be relocated.

QUESTIONS	ANSWER		NOTES
	Y	N	
A. PROGRAM-SPECIFIC DOCUMENTATION			
1. Copy of out-standing relocation findings obtained?			
2. Information about any appeals or complaints against the grantee (if any) obtained?			
B. APPLICABILITY OF RELOCATION REQUIREMENTS			
1. Is the activity being monitored Tenant-based Rental Assistance? a. If yes, then no monitoring required. Omit the Relocation checklist entirely.			
2. Is the activity being monitored a Homeowner Rehabilitation Program? a. If yes, has the grantee adopted an optional relocation policy? If yes, then the monitor must ensure that this policy is being applied consistently. b. Is the structure a multi-family dwelling? If no, omit the Relocation checklist entirely. If yes, follow the monitoring guidance for rental projects.			
3. Is the activity being monitored a Homebuyer Program? a. If yes, does the grantee have policies and procedures in place to ensure that all sellers receive notices before sales contracts are executed stating the following: <ul style="list-style-type: none"> The buyer does not have the power of eminent domain. The seller is not entitled to any form of relocation assistance. The estimated fair market value of the property b. Is the structure tenant-occupied? If no, omit the remainder of the Relocation checklist entirely. If yes, follow the monitoring guidance for rental projects.			
4. Is the activity being monitored a Rental Housing Project? a. If yes, complete the remainder of the Relocation checklist			
5. Will the activity trigger: a. URA Requirements? b. Section 104(d) requirements?			
C. DEVELOPER INFORMATION DURING APPLICATION			
6. Does the project file contain a tenant roster current at the time of the application, including all of the following information? ___ Resident Name ___ Household Size ___ Household Income ___ Unit Size ___ Rent			
7. Does the project file contain a tenant list from at least three months prior to the date of the application?			
8. Does the project file contain documentation that a General Information Notice was sent to each tenant household?			

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9. Does the project file contain documentation that a Voluntary Acquisition Notice was sent to each tenant household? (Not applicable for homebuyer or homeowner rehabilitation projects since no seller is involved.)			
10. Does the project file contain a Relocation Plan?			
11. Does a comparison of the tenant lists from the time of application and at least three months prior suggest that displacement may have occurred?			
D. DEVELOPER INFORMATION DURING PRE-COMMITMENT PHASE			
1. Does the project file contain a tenant list current at the time of the pre-commitment letter?			
2. Does the project file contain an explanation of the reasons any tenant vacated between application and pre-commitment?			
3. Does the project file contain a copy of the Move-In Notice for all new households that moved into the project since application?			
4. Does the project file contain an analysis of tenant incomes, including the appropriate certifications of income eligibility for the HOME Program?			
5. Does the project file contain information on which families will be displaced and why?			
6. Does the project file contain information on preferences/needs for comparable units for any displaced households?			
7. Does the project file contain information on the post-rehabilitation rents?			
8. Does the project file contain information on the ability to pay of families who will remain in the project after rehabilitation?			
E. DEVELOPER INFORMATION FOR FINAL LOAN AGREEMENT			
1. Does the project file contain a tenant list current at the time of the signing of the final loan agreement?			
2. Does the project file contain an explanation of the reasons any tenant vacated between pre-commitment and signing of the final loan agreement?			
3. Does the project file contain a copy of the Move-In Notice for all households that moved into the project since pre-commitment?			
4. Does the project file contain copies of these prepared notices? a. Of eligibility for displaced households? b. Of non-displacement for remaining households?			
5. Does the project file contain information about the advisory services that will be offered?			
F. DEVELOPER INFORMATION FOR PROJECT COMPLETION			
1. Does the project file contain a final tenant list and an explanation for any household that moved out that was intended to remain?			
2. Does the project file contain a copy of the Move-In Notice for all households that moved into the project after the final loan agreement was signed?			
3. Does the project file contain information about comparable unit offered to displaced households?			
4. Does the project file contain copies of replacement housing claim forms (in cases where they have been filed)?			

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5. Does the project file contain copies of moving cost claim forms (in cases where they have been filed)?			
6. Does the project file contain documentation that replacement and comparable units are decent, safe and sanitary?			
7. Does the project file contain documentation that units used for any temporary move are decent, safe and sanitary?			
8. Does the project file contain documentation that the newly rehabilitated units meet appropriate codes and standards?			
9. Did the developer fail to offer a comparable unit to any displaced household?			
10. Did the developer make errors in any replacement housing calculations?			
11. Did the developer make errors in any moving expense reimbursement calculations?			
12. Did the developer fail to inspect any units to ensure that they are decent, safe and sanitary?			
13. Did a significant number of tenants move in or move out without advisory services?			